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**CITY OF BRISTOL  
BOARD OF FINANCE AGENDA REQUEST FORM**

To: Board of Finance Commissioners

From: Economic and Community Development  
(Requesting Department)

Date: May 7, 2021  
(Submission Date)

For the May 25, 2021 Board of Finance Meeting Agenda  
(Date of Meeting)

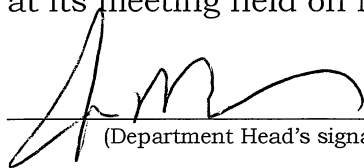
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This request is for:  
(Please check the type of request and list in whole dollar amounts)

- Additional Appropriation \$ \_\_\_\_\_
- Transfer from Contingency \$ \_\_\_\_\_
- Transfer(s) \$ 10,366
- Grant \$ \_\_\_\_\_
- Carry-over(s) \$ \_\_\_\_\_
- Other

**Approval:**

This request was approved by the Board of Economic and Community Devel.  
(governing Board of your department)  
at its meeting held on May 6, 2021.  
(date)

  
\_\_\_\_\_  
(Department Head's signature)

***All requests to appear on the Board of Finance meeting agenda for consideration must be submitted to Jodi McGrane in the Comptroller's Office by 10:00 a.m. Monday of the preceding week of the meeting. Board of Finance Meetings are held on the fourth Tuesday of each month at 5:30 p.m. in the Council Chambers.***

Board of Finance Agenda Request Form

Reason for request:

Transfers to "Advertising/Marketing" to cover unanticipated marketing expenses, including preparing the Centre Sq. retaining wall for a mural painting.

Transfer to "Professional Fees" to cover Centre Square mural and other professional services.

Transfer(s) complete the following:

<b>From:</b> 1044101-554000-G2021 Travel Reimbursement	<b>To:</b> 1044101-557700-G2021 Advertising/Marketing	<b>Amount:</b> \$3,500.00
<b>From:</b> 1044101-581270-G2021 Trade Shows	<b>To:</b> 1044101-557700-G2021 Advertising/Marketing	<b>Amount:</b> \$ 866.00
<b>From:</b> 1044101-581120-G2021 Conferences & Memberships	<b>To:</b> 1044101-531000-G2021 Professional Fees & Svcs	<b>Amount:</b> \$6,000.00